



# Peace Corps Indonesia

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## **Positions Announcements**

The United States Peace Corps program in Indonesia seeks qualified and motivated candidates for the following positions in SURABAYA. Peace Corps Indonesia is a US government program partnering with the government of Indonesia to help meet training needs in Indonesia and encourage the bond and cultural understanding between the two countries. Peace Corps brings volunteers from the United States to work in Indonesian schools to assist in the development of English language instruction. Our mission here will be opening in or around January, 2010.

### **PROGRAM MANAGER**

**Position description:** The Program Manager supports Peace Corps Volunteers in implementation of Peace Corps English Education program. The PM works closely with Ministry of Education and Ministry of Religious Affairs officials to identify and develop Volunteer sites, establish and revise program goals, and monitor and evaluate program success. The PM is responsible for identifying sites and roles where Volunteers can have the greatest impact in meeting the goals of Peace Corps and the host country. The incumbent will participate in planning and performing Volunteer training, and will act as a technical and cultural advisor to Volunteers throughout their service. This position will require some travel, as the PM will conduct site visits before and during Volunteer service to ensure effective program implementation. This position requires a high level of experience working with schools and the Ministries of Education and Religious Affairs, strong skills in cross-cultural communication, and a high degree of initiative, creativity, and diplomacy.

#### **Qualifications Required:**

*Language Requirement:* Fluency in Bahasa Indonesian and English.

*Academic:* Completion of university degree, preferably in English Education or International Development

*Work Experience:* At least three years of progressively responsible work in an educational development organization, preferably with an international organization.

### **TRAINING MANAGER**

**Position Description:** The Training Manager is responsible for the overall design, plan, organization, implementation, monitoring and evaluation of the Pre-Service Trainings (PSTs) and In-Service Trainings (ISTs). This includes recruiting, training, and managing temporary staff to conduct trainings. The TM will work closely with the Program Managers to assure the success of the training program in preparing Volunteers to successfully fulfill the goals of the Project Plan and integrate into their communities. The TM will also collaborate closely with the Administrative Officer (AO) to establish sufficient funding and support for training activities, and to ensure that all activities are carried out in accordance with Peace Corps policies. Training events will often be held outside of Surabaya, and incumbent may be required to live on-site for 10-15 weeks per year.

#### **Qualifications Required:**

*Language Requirement:* Fluency in Bahasa Indonesian and English.

*Academic:* Completion of university degree, preferably in Training, Education or International Development

*Work Experience:* At least three years of progressively responsible work providing or designing training, preferably in a cross-cultural context.

### **Medical Officer**

**Position Description:** The Medical Officer is responsible for providing medical care, counseling, and full health support to Peace Corps Volunteers. Support provided will include training in preventative health practices. The MO maintains a functional medical unit stocked with necessary supplies and equipment to support Volunteer health, and must develop a network of local specialists and hospitals to provide fully appropriate local medical care to the greatest extent available, and supports PCVs and PCTs in evacuations for medical care when required.

#### **Qualifications Required:**

*Language Requirement:* Fluency in Bahasa Indonesian and English.

*Academic and Certification:* Medical degree as a physician required. Must possess a valid, current, active license to practice as a physician in one of the 50 United States or in the country where the license was obtained.

*Work Experience:* At least three years in providing clinical care, preferably in an international or cross-cultural setting.

### **PROTOCOL AND EXECUTIVE ASSISTANT**

**Position Description:** The Protocol and Executive Assistant is responsible for processing all documentation required to regulate the status of Peace Corps Volunteers and staff with the Government of Indonesia. This will include research into proper procedures and diligent follow-up to ensure timely results. The PEA also provides administrative support to the Country Director and other Peace Corps staff, including receptionist functions, schedule maintenance, and document management.

#### **Qualifications Required:**

*Language Requirement:* Fluency in Bahasa Indonesian and English.

*Academic:* Completion of university degree.

*Work Experience:* At least three years of experience in handling protocol with the government and office administration, preferably with and international organization.

**Qualified and interested candidates should send a description of their qualifications and CV by e-mail to [pcjobs@mk.peacecorps.gov](mailto:pcjobs@mk.peacecorps.gov) no later than February 10, 2010. In subject area, state position for which you are applying.**